

Meenakshi Mukherjee

Assistant Manager -
Finance

Contact

Address

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Skills

Strong communication

Client Interfacing skills

Leadership & People
Management

Strong analysis and
presentation skill

IT Skills

MS Office

SAP FICO

Quickbooks

BIJLI

Forward thinking finance personnel with 6 years of experience. Driven and ambitious, dedicated to continuous business improvement and focus on enhancing revenue and streaming work flow. Hands-on leader with analytical mindset to identify and mitigate gaps.

Work History

2017-12 -
Current

Assistant Manager - Finance

Village Financial Services Limited, Kolkata, West Bengal

- Achieved Fund Raising through Credit Appraisal and Securitization
- Ensured Financial Reporting
- Analysis of MIS along with Interpretation of Financial information and data
- Maintained liasioning with Banks/ NBFCs

2016-02 -
2017-01

Executive - Finance

Unicom Seminars Ltd, London, United Kingdom

- Accomplished Onsite knowledge transfer
- Enabled coordination with the business team for maintaining day-to-day accounts in Quick Books
- Helped in generating financial reports and preparing management accounts for the senior management
- Ensured credit control and debtors and creditors management

2014-05 -
2015-02

Process Developer

Genpact India, Kolkata, West Bengal

- Ensured the process transition for a leading European Media House
- Applied onsite experience in account handling and other general ledger activities such as preparing SOPs, Posting Journals, reversals, accruals and monthly closing activities in SAP FICO
- Monitored offshore onsite co-ordination
- Involved in research work for process improvements
- Performed as the SPOC between HR and the project team

2013-06 -
2014-05

Senior Accountant

Koushal Industries, Kolkata, West Bengal

BR. Net

Languages

English

Hindi

Bengali

- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Monitored [credit management](#) while handling day-to-day accounting processes and financial accuracy in Tally ERP9

2013-01 -
2013-06

Executive - Audit

Soumya Dutta & Associates, Chartered Accountants, Kolkata, West Bengal

- Performed Internal audit Statutory audit of various organizations

2007-04 -
2010-10

Articled Trainee

Partha Dutta & Associates, Chartered Accountants, Kolkata, West Bengal

Education

2007-02 -
2010-11

CA Inter

Institute Of Chartered Accountants Of India - Kolkata

2004-09 -
2007-05

Bachelor of Commerce: Accountancy Honours

Calcutta University - Kolkata

2002-05 -
2004-05

Higher Secondary

St.John's Diocesan Higher Secondary School - Kolkata

1990-04 -
2002-04

Secondary

Gokhale Memorial Girls' School - Kolkata

Interests

Dancing

Anchoring